



**TOWN OF TEWKSBURY**  
**COUNCIL ON AGING/SENIOR CENTER**  
175 CHANDLER STREET  
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ROSE MCKENNA, CHAIR  
VIRGINIA DESMOND, VICE-CHAIR

ASHLEY STUART, DIRECTOR  
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**Meeting Minutes for  
December 17, 2014**

The meeting was called to order by Rose McKenna, at 12:37 p.m. at the Tewksbury Senior Center.

Members Present: Virginia Desmond, Marie Durgan, Lorene Patch, Joan Unger, Joanne Aldrich, Paul McNaught, Peg Keefe, Arlene Wright, and Patty Sasso.

Members Absent: Joel Deputat

Others Present: Ashley Stuart, COA Director, Janice Conole, and Melissa Johnson, Recording Secretary.

Also present were Kathy Walsh and Cynthia Trudeau.

**1. Approval of Meeting Minutes – November 19, 2014**

Ms. Stuart suggested tabling the meeting minutes to allow the member's time to review them.

**MOTION:** Ms. Desmond made the motion to table the November 19, 2014 meeting minutes; seconded by Mr. McNaught and the motion carried 9-0.

**2. Finances**

**a) List of FY14 invoices processed since November 19, 2014**

**b) FY15 Budget Report**

Ms. Unger read the budget report aloud. The total available operating budget as of December 16, 2014 is \$21,756.12; with \$28,857.14 being encumbered.

Ms. Desmond asked how the deficit of \$797.41 in communications will be addressed and Ms. Stuart explained that it will be held until the end of the year.

**MOTION:** Ms. Durgan made the motion to approve the operating budget report through December 16, 2014; seconded by Ms. Sasso and the motion carried 10-0.

### **3. Announcements and Correspondence**

#### **a) Upcoming Events:**

- Wednesday, December 31, 2014 – Friends of the Elderly New Year’s Eve Party beginning at 7:00 p.m. \$50 per person
- Thursday, January 1, 2015 – Senior Center will be closed.
- Monday, January 5, 2015 – Upscale Intake of Items from 2:00 – 6:00 p.m.
- Wednesday, January 7, 2015 – Foot Care Talk at 9:00 a.m.
- Wednesday, January 7, 2015 – Red Hat Board Meeting at 4:00 p.m.
- Friday, January 9, 2015 – Sons of Italy After Christmas Dance from 7:00 – 11:00 p.m.
- Monday, January 12, 2015 – Trip to TD Garden for Boston Celtics vs. New Orleans Pelicans. 5:00 p.m. departure. \$40 per person.
- Monday, January 12, 2015 – Cootie Party at 12:30 p.m. \$4 per person
- Tuesday, January 13, 2015 – Diabetes Academy at 10:00 a.m.
- Friday, January 16, 2015 – Silvertone’s Dance beginning at 7:00 p.m. \$10 per person
- Monday, January 19, 2015 – Martin Luther King Holiday – Senior Center Closed

### **4. Unfinished Business**

#### **a) Mission and Vision for the Council on Aging**

Ms. McKenna read Ms. Stuart’s vision and mission statement for the senior center aloud. Ms. Stuart noted that this language is what can currently be found on the town’s website and are the same goals that were presented to the Board of Selectmen.

A mission statement prepared by a member of the COA was distributed to the members.

Mr. McNaught noted that he has not yet had an opportunity to review the statements presented and requested additional time.

**MOTION: Mr. McNaught made the motion to table the mission statement until the next meeting to allow for member review; seconded by Ms. Sasso and the motion carried 10-0.**

Discussion took place on transportation and the problems with the LRTA services. Ms. Unger noted that this is something that has been frequently discussed and nothing is ever done. Ms. Unger offered to help with this. Dr. Aldrich noted that transportation has always been an issue and explained that in the past there was discussion on having a private vehicle; however, the liability was too great. Ms. Stuart noted that she will be communicating with the LRTA and other Senior Centers to see how they address this. It is Ms. Stuart's hope that improvements in transportation will be seen over the next year. Mr. McNaught noted that in the past there have been discussions on seeing if one of the local dealerships would donate a vehicle. Discussion took place on the liability associated with this and who would drive the vehicle.

#### **b) No Smoking Policy**

Ms. McKenna read the No Smoking Policy aloud. Mr. McNaught asked if "No Smoking" signs will be posted and Ms. Stuart confirmed this.

Dr. Aldrich expressed concerns with the word "near" and suggested specifying a distance to clarify this. Ms. Stuart explained that it would be undefined and noted that she spoke with the town manager and fire department and "near" does not have to be defined if a designated area is determined.

Ms. Desmond asked when the policy would go in to affect and Ms. Stuart explained upon Council on Aging member's approval. Mr. McNaught asked if the town has a smoking policy and Ms. Stuart noted that the Town Manager, Richard Montuori, was unable to find such a policy.

Ms. Sasso discussed how her company has handled smoking and explained that the smoke cannot enter the building and noted that the Senior Center is not large enough to designate 100 feet away. Ms. Stuart explained that she can eliminate "near" and noted that allowing smoking near the woodworking shed may also be eliminated as there could be gas in the shed. Mr. Montuori has also expressed concerns with using the bocce court/healing garden as a smoking area and has stated that he would support no smoking at all or smoking just in personal vehicles.

It was the consensus the policy should read "Smoking within the facility or on the grounds is prohibited except for in your personal vehicle".

**MOTION:** Dr. Aldrich made the motion to accept the No Smoking Policy as amended with the above language; seconded by Ms. Desmond and the motion carried 10-0.

**c) Wood Working Shed**

Ms. Stuart noted that there is nothing new to report on the wood working shed.

**d) Chairlift**

Ms. Stuart noted that the chairlift is still pending. Mr. Montuori has reached out to Garaventa and is awaiting a reply

**e) Parking Lot Lighting Project**

Ms. Stuart noted that the lighting project done by the Green Committee was completed on December 15, 2014. Ms. McKenna asked if the lights will now go on automatically and Ms. Stuart explained that this was strictly an energy conservation project.

**f) Building Use Policy**

The Building Use Policy is still under review by Ms. Stuart and Mr. Montuori.

Ms. Desmond asked when the Town Manager is expected to complete his review and comments on the Building Use Policy and Ms. Stuart noted hopefully by the next meeting. Ms. Desmond requested a copy of the policy be provided to the members for their review prior to the meeting.

**g) COA Board Member Training**

Ms. Stuart is still working on COA Board Member Training at the Senior Center with the Executive Office of Elder Affairs.

Ms. Desmond suggested the members review the documentation that has been provided for the training and explained that there have been some conflicts as to what Ms. Stuart's role is. Emmett Schmarsow, State Representative with Elder Affairs. Ms. Stuart met with Mr. Schmarsow to determine what the COA procedures are, what her role is, and what the board members responsibilities are. Mr. Schmarsow will be discussing the roles of each at the training meeting. Mr. McNaught asked who the conflict exists between and Ms. Desmond explained that there are some conflicts in the way the board was previously being run and the way it is currently being run. Discussion took place on some of the changes that have occurred over the last several months. Ms. Desmond noted that typically the board members received the information prior to the meetings to review. Mr. McNaught noted that in the past the minutes were received at least seven days prior to the meeting. Ms. Desmond explained that many feel that there is no open communication with Ms. Stuart. Mr. McNaught noted that the town manager has stated that he supports Ms. Stuart and the Board has taken a vote of confidence. As a result, he

does not see why there is a conflict. Ms. Desmond explained that the conflict for Ms. Stuart is that no one ever comes to her to express some of the concerns that people may have. Dr. Aldrich explained that the Board would like to be involved in the decision making process for the Senior Center and to feel as though they are important. Dr. Aldrich discussed the trust factor and “family” feeling that has been lacking at the senior center and the importance of returning to that. Ms. Stuart encouraged everyone to come to her with any questions or concerns they may have.

Ms. McKenna asked if there was any other unfinished business.

## **5. New Business**

- a) Conflict of Interest Training must be completed by all COA board members.

Ms. Stuart noted that the Town Clerk’s office will assist those without access to the internet. A day/time that is good for anyone without internet to attend group training should be determined.

Ms. McKenna swore Ms. Durgan in as a member of the Council on Aging with a term ending June 30, 2017.

Ms. Desmond presented Ms. McKenna with a gift from the Board thanking her for her years of service on the COA.

## **Adjourn.**

**MOTION: Mr. McNaught made the motion to adjourn at 1:47 p.m.; seconded by Ms. Sasso and the motion unanimously carried 10-0.**

**Approved: February 18, 2015**

**Documents Discussed and/or Presented  
December 17, 2014**

- 1) **COA Meeting Agenda Handout**  
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Meeting minutes of October 15, 2014**  
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through November 19, 2014**  
A copy can be found with the Council on Aging Director or the Finance Director
- 4) **Council on Aging Director's goals and objectives for the Senior Center**  
A copy can be found with the Council on Aging Director